



# NANTUCKET PLANNING BOARD

## Memorandum

To: Holders of Secondary Dwelling Approval Letters

From: Planning Staff

**RE: Next step after Planning Board Approval**

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Enclosed please find two original documents: a letter addressed to the Building Commissioner stating the conditions of your secondary dwelling approval and a site plan with a red stamp of approval from the Chairman of the Planning Board. These two documents along with any other applicable documents (HDC approved plans, sewer and water permits, etc) must be submitted to the Nantucket Building Department in order to obtain your building permit.

The Planning Department will retain a copy of your approval letter and site plan in its records. When a Certificate of Occupancy (CO) is requested, a review of the original site plan and approval letter, as well as an on-site inspection, will take place. The issuance of the CO may be prevented if any conditions of approval have not been met or if any substantial changes to the site plan have taken place. Substantial changes to the site plan included: altering the placement of structures, the location of the driveway, the number of driveways, etc. Substantial changes to the site plan will require an as-built or a modified site plan to be presented to the Planning Board for approval.

When notifying the Planning staff that you are ready for an inspection, please take a moment to look over your approval letter and approved site plan to confirm that all related site improvements have been completed and all the conditions of approval have been met. If at this time you realize that a modified site plan needs to be submitted to the Planning Board, please submit it prior to requesting an inspection.

If you have any questions please call 508-228-7233.